

OHSTT SOLID WASTE Board MEETING

Date: Thursday December 19, 2019 Time: 6:00 PM...Place: Owls Head Town Office (lower level)

1. Call To Order
2. Recognize Guest.
3. Public Comments, For Items Not On The Agenda

OLD BUSINESS

4. Vote on last meeting's minutes.
5. Review and vote on scrap dogs contract

NEW BUSINESS

7. Report from personnel committee.
8. Report on the facility renovations.
9. Facility manager's report.
10. Bookkeepers report
11. Sign the warrant
12. Vote on the signed warrant
13. Finish 2020 budget
14. Correspondence.
15. Any and all business to come before the board.
- 15.

Happy Holidays & a Great New Year!



Set date for next meetings : January 23, 2020 and February 27, 2020

ADJOURNMENT

OSTT Transfer Station

Monthly Report

November:

27.) Interstate pumped the station's septic tank and leachate tanks.

~~October:~~

December

3.) Snow Day (closed)

4.) Caut two illegal dumpers. One brought trash from Camden and Rockland and the other brought trash from Washington and Warren. they were told that they can not use the facility until they attend a Board meeting.

Compactor #3 had an electrical short. I bought the the required parts and repaired. Chris from CES met me at the station to discuss issues that I have identified as problems with the blueprints. Chris made notations on the blueprint.

10.) I met with the construction commitee at 4:00 at the facility to discuss items not addressed with or by CES. Items discussed attached.

16.) Interstate pumped the station's septic tank and leachate tanks.

17.) Steve Cummings (Senior Loss Control Consultant) Maine Municipal Association did a site inspection to sign off on compactor 3 and single stream compactor to varify OSHA safety compliance.

I had Essie Ross come out to provide an estimate for relocating the back gate. I told him what we need to do and he has provided an estimate for work. I made up a diagram of what needs to be done and attached it to this report.

I had Chris Accorn come out to give us an estimate on the electrical tie-ins for compactor 3 and single stream compactor. He owns Tom Fence and is this is the company that did all the original electrical work for the building and compactors. Estimate attached to this report.

Thats all we have folks, short month!

Paid Disposal Items

TVs -----	23
Freon Items -----	13
Appliances -----	12
PC Towers -----	2
Laptops -----	2
Tires -----	15

Monday Openings for Commercials

Dec. 2 -----	R&D and Dodge
Dec. 9 -----	R&D, Dodge and Robinson
Dec. 16 -----	R&D and Dodge
Dec. 23 -----	R&D and Dodge
Dec. 30 -----	R&D and Dodge

Construction Matters Discussed

w/Construction Committee 12/10/2019

Compactor 3, The new compactor install should be two feet farther away from the building.

Compactor 4 (single stream), All logical reasons point towards a self contained unit;

- a) A break away unit can not be changed out during station closed hours,
- b) A break away requires significant time to clean up the materials that fall out during the break away process. Three to four skidsteer buckets full of material. This material consists of significant amounts of glass, plastic and paper that blows wildly creating a litter problem. Glass falls from the can diaper leaving a trail as the truck leaves the station.
- c) The break away process would require us to hold traffic outside the front gate until the can is removed cleanup is complete and a new can is put in place. The roll off truck would extend too close to the front entrance gate to allow residents access during the change out
- d) We would be required to purchase two cans for a break away unit. Right now, CES doesn't know where they can relocate the TV building which is a necessity. So space to store another can along with Scott's extra can may not be possible.
- e) We are getting five to six tons of recyclables in our current 30 yard self contained compactor. Vinal Haven is getting seven to eight tons in a 50 yard break away system. If we go with a 35 yard self contained unit, we should get

continued

six to seven tons easily. The 35 yard self contained comes with a significantly larger hopper charge box.

f) We would be paying \$100 more per trip with a break away compactor!

Rear Gate Relocation: The existing gate has not been addressed in blueprints. It's current location makes it difficult for Pine Tree, Robinson's large packer and Thomaston Recycling to enter the station. The new site modifications will create even larger problems I talked to Chris about a relocation plan and he made notes on the blueprint. I have drawn up a plan to consider. I have attached a copy of existing and a recommended plan. I also had Tom Fence out to give us an estimate of cost.

Another issue not talked about is the front entrance. This could be addressed in next years budget and completed while hot top contractor is on site. The station's entrance turn radius coming from Walmart needs to be increased with hot top. This is a problem area where residents cut across the turn radius and create large potholes.

There is an issue with where to relocate the TV container. We have to accept TVs and electronics. In it's current location we utilize behind the container to hide refrigerators, air conditioners, stoves, etc. This effort is to promote a good appearance to the residents utilizing the station. Thus we need to recreate the same positioning to maintain that image. The alternative is to send all appliances to Thomaston Recycling.

Other than the girl from CES that came to the station last Spring to mark wet lands and property lines, Chris coming to the station on Dec. 4th, is the only one that I have seen here at the station. He only came at my request. They don't seem to be communicating much or done a traffic study on a Saturday to understand our needs.

3:31 PM
12/19/19
Cash Basis

OHSTT Solid Waste Corp

Profit & Loss Budget vs. Actual

January through November 2019

	Jan - Nov...	Budget	\$ Over Bu...	% of Bu...
Ordinary Income/Expense				
Income				
Haulers				
Dodge	375.00	375.00	0.00	100.0%
Guite	375.00	375.00	0.00	100.0%
Pine Tree Waste	375.00	375.00	0.00	100.0%
R & D	375.00	375.00	0.00	100.0%
Robinson	375.00	375.00	0.00	100.0%
Total Haulers	1,875.00	1,875.00	0.00	100.0%
Off hours	1,656.00			
Recycled Items				
Appliances	340.00			
Freon Items	1,390.00			
Metal salvage	3,159.35			
Tires	1,543.00			
TV & Monitors	3,465.00			
Recycled Items - Other	0.00	10,000.00	-10,000.00	0.0%
Total Recycled Items	9,897.35	10,000.00	-102.65	99.0%
Refund	1,351.48			
Stickers				
2016-2018	1,095.00			
2019-2020	32,630.00			
Stickers - Other	0.00	25,000.00	-25,000.00	0.0%
Total Stickers	33,725.00	25,000.00	8,725.00	134.9%
Town of Owls Head	130,684.66	142,565.00	-11,880.34	91.7%
Town of South Thomaston	128,678.00	140,377.00	-11,699.00	91.7%
Town of Thomaston	229,724.88	250,609.00	-20,884.12	91.7%
Total Income	537,592.37	570,426.00	-32,833.63	94.2%
Gross Profit	537,592.37	570,426.00	-32,833.63	94.2%
Expense				
Advertising	204.80	400.00	-195.20	51.2%
Bank Service Charges	20.00			
Clothing	237.03	1,500.00	-1,262.97	15.8%
Contractual Services				
Thomaston Recycling				
Can Rental	3,080.00	3,500.00	-420.00	88.0%
Frozen loads	175.00	500.00	-325.00	35.0%
OCC	2,600.00			
Over Weight Fees	4,455.00	2,000.00	2,455.00	222.8%
Single Stream	9,025.60	17,000.00	-7,974.40	53.1%
Transfer station disposal	99,423.00	135,000.00	-35,577.00	73.6%
Total Thomaston Recycling	118,758.60	158,000.00	-39,241.40	75.2%
Total Contractual Services	118,758.60	158,000.00	-39,241.40	75.2%
Disposal and Recycling Services				
ecomaine	173,706.00	204,000.00	-30,294.00	85.2%
Recycling	1,118.33	500.00	618.33	223.7%
ScaleFees	5,770.00	7,000.00	-1,230.00	82.4%
Tire Removal	368.00	500.00	-132.00	73.6%
Total Disposal and Recycling Services	180,962.33	212,000.00	-31,037.67	85.4%
Fuel	164.13	500.00	-335.87	32.8%
Insurance Expense				
General Liability	2,815.00	6,000.00	-3,185.00	46.9%
Workers Comp	2,193.60	7,000.00	-4,806.40	31.3%

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OHSTT Solid Waste Corp

Profit & Loss Budget vs. Actual

January through November 2019

	Jan - Nov...	Budget	\$ Over Bu...	% of Bu...
Total Insurance Expense	5,008.60	13,000.00	-7,991.40	38.5%
Office Supplies				
Computer service	110.00			
Postage	269.26	300.00	-30.74	89.8%
Quickbooks payroll system	574.00	500.00	74.00	114.8%
Supplies	1,061.82	1,700.00	-638.18	62.5%
Total Office Supplies	2,015.08	2,500.00	-484.92	80.6%
Payroll Expenses				
Bookkeeper	7,698.78	8,500.00	-801.22	90.6%
Operators	57,228.29	71,984.00	-14,755.71	79.5%
Site Manager	24,926.00	30,851.00	-5,925.00	80.8%
Payroll Expenses - Other	3,410.01			
Total Payroll Expenses	93,263.08	111,335.00	-18,071.92	83.8%
Payroll Taxes				
Employee				
Federal	184.22			
Medicare	1,352.31			
Social Security	5,782.31			
Employee - Other	0.00	6,200.00	-6,200.00	0.0%
Total Employee	7,318.84	6,200.00	1,118.84	118.0%
Employer				
CSSF	36.41			
FUI	239.84			
ME-UC	379.96			
Employer - Other	0.00	700.00	-700.00	0.0%
Total Employer	656.21	700.00	-43.79	93.7%
Total Payroll Taxes	7,975.05	6,900.00	1,075.05	115.6%
Professional Fees				
Annual Report Filing Fee	35.00	35.00	0.00	100.0%
Audit	3,200.00	3,300.00	-100.00	97.0%
Dues, Fees and Memberships	489.00	1,150.00	-661.00	42.5%
Legal	2,676.00	4,000.00	-1,324.00	66.9%
Total Professional Fees	6,400.00	8,485.00	-2,085.00	75.4%
Reconciliation Discrepancies	3.00			
Repair & Maintenance				
Building	4,940.68	2,000.00	2,940.68	247.0%
Equipment	5,365.81	9,500.00	-4,134.19	56.5%
Grounds	4,006.48	4,200.00	-193.52	95.4%
Snow Removal	0.00	5,000.00	-5,000.00	0.0%
Total Repair & Maintenance	14,312.97	20,700.00	-6,387.03	69.1%
Tractor purchase	17,702.61	20,000.00	-2,297.39	88.5%
Training	255.00			
Utilities				
Electricity				
Electricity new building	1,569.46			
Electricity old building	2,274.77			
Electricity shed	250.54			
Electricity - Other	0.00	5,000.00	-5,000.00	0.0%
Total Electricity	4,094.77	5,000.00	-905.23	81.9%
Internet	467.70			
Septic disposal fee	2,560.00			

3:31 PM

12/19/19

Cash Basis

OHSTT Solid Waste Corp
Profit & Loss Budget vs. Actual
January through November 2019

	<u>Jan - Nov...</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Bu...</u>
Septic 1000 tank	1,975.00			
Septic 1500 tank	2,825.00			
Septic - Other	0.00	6,500.00	-6,500.00	0.0%
Total Septic	<u>7,360.00</u>	<u>6,500.00</u>	<u>860.00</u>	<u>113.2%</u>
Telephone	975.63	1,000.00	-24.37	97.6%
Total Utilities	<u>12,898.10</u>	<u>12,500.00</u>	<u>398.10</u>	<u>103.2%</u>
Total Expense	<u>460,180.38</u>	<u>567,820.00</u>	<u>-107,639.62</u>	<u>81.0%</u>
Net Ordinary Income	<u>77,411.99</u>	<u>2,606.00</u>	<u>74,805.99</u>	<u>2,970.5%</u>
Net Income	<u><u>77,411.99</u></u>	<u><u>2,606.00</u></u>	<u><u>74,805.99</u></u>	<u><u>2,970.5%</u></u>

--APPROVED--

OHSTT SOLID WASTE BOARD

Thursday, December 19, 2019

Present: Bruce Colson (OH), Gordon Connell (ST), Gordon Page (OH), Ronnie Porter (T), Reggie Vokes (Facility Manager)

Absent: Walter Reitz (ST), David Rudolph (T)

Guests: Tessa Rosenberry (Scrap Dogs)

6:00 PM Bruce Colson called meeting to order.

Gordon Page motioned to accept the minutes from the meeting of November 21, 2019 as presented. Gordon Connell seconded. Gordon Connell made one correct – Alyssa to be changed to Lissa-. All in favor.

Tessa Rosenberry presented the Board with a clean copy of the Scrap Dogs Agreement for composting at the facility.

Gordon Page motioned for the OHSTT Solid Waste Corp. Board of Directors to accept a 1 year service agreement with Scrap Dogs. Gordon Connell seconded. All in favor.

It was agreed to commence agreement on February 1, 2020.

Bruce Colson and Tessa Rosenberry signed the Agreement.

No report from the Personnel Committee.

Bruce Colson reported the Renovation Committee, Reggie Vokes and CES met to review and discuss details of the renovation plans. Reggie Vokes and the Renovation Committee made the recommendation to go with a self-contained can for single stream.

Gordon Page reported he will be sending members a clean copy of the Banking RFP for review. Bruce Colson tabled discussion of the Banking RFP until next meeting.

The Facility Manager's Report was reviewed and discussed.

The warrant was reviewed and signed.

Gordon Connell motioned to accept the signed warrant. Gordon Page seconded. All in favor.

Gordon Page motioned to raise the Commercial Haulers Fee from \$375.00 to \$450.00 per year. Gordon Connell seconded. Ron Porter abstained. Bruce Colson opposed. Motion carries.

Bruce Colson motioned to raise the sticker fee from \$15.00 to \$18.00 per sticker. Gordon Page seconded. All in favor.

The new sticker fee will commence with the new stickers for January 1, 2021 to December 31, 2022.

Bruce Colson motioned to transfer \$100,000.00 from the Operating checking account to the Capital Improvement checking account. Gordon Connell seconded. All in favor.

After discussion, Bruce Colson motioned to reduce the previous motion from \$100,000.00 to \$55,000.00 to be transferred. Gordon Connell seconded. All in favor.

Gordon Page motioned to approve the 2020 Budget in the amount of \$633,442.00. Ron Porter seconded. All in favor.

The Board agreed that the facility will be closed and noon on December 24, 2019 in observance of Christmas Eve.

Gordon Connell motioned to adjourn. Gordon Page seconded. All in favor.

8:45 PM Meeting adjourned.

Respectfully Submitted,
Heather-Rae Steeves